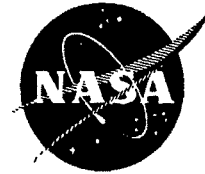


National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, AL 35812



Reply to Attn of: QS40

April 20, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its fourth meeting on Friday, April 20, 2001. The meeting, which began at 2:30 p.m., was held in Building 4200, conference room 409. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

Several VPP Council and Team members will be attending the Annual Region IV VPPPA Conference next week in Atlanta. From all reports, VPP activity is moving along on schedule. In the meeting today the work accomplished on VPP in FY 2000 will be discussed along with the status report from the Implementation Team.

FY 2000 VPP ACTIVITIES (K. FRENCH/QS30)

During FY2000, in preparation for the Center achieving VPP STAR Status, a team was selected and work begun toward that goal. The team was organized to have four action teams and four support teams. Highlights of the work accomplished included gap analyses (Internal, Teams, SIAC, Thiokol); Documentation Review; Awareness (Safety Day 99, Centerwide Rally); VPP Implementation Team; Contractor Union Support; and Draft Application. The ongoing SHE activities continue to support the MSFC VPP Effort. A copy of the presentation material is included as Enclosure 3.

VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)

The Implementation Team had its first meeting last week and completed a revised organization for the team. The revised organization has five teams. The teams are:

Audit/Implementation Team  
Training Team

David Hood, Lead  
Bretns Pepper, Lead

Process/Procedures Team  
Computer Application Team  
Communications & Outreach Team

Dennis Davis, Lead  
Judy Milburn, Lead

A representative from each of the unions, MESA and AFGE, met with the team. The union representatives did not see a need to be a member of the VPP Steering Council or the Implementation Team but would like to be on the distribution for all information related to the activity. (Ref: Action VPP-0005).

The near term activities for the Implementation Team will be to fill the Organization Lead position and build the schedule for the internal audits. An assessment of the July 24, 2000, VPP Revisions is in work. Each organization will be asked to have an audit/implementation coordinator. A Training Coordinator for each Civil Service and Contractor Organization will be named. A draft of the VPP Implementation/Audit Process schedule was presented and discussed along with the Organization Representatives and Implementation Team Responsibilities. The Implementation Team responsibilities were distributed electronically to the Steering Council for review and comment prior to the next meeting. A copy of the presentation is included with the minutes as Enclosure 4.

#### OTHER

No other items for record were discussed.

#### NEXT VPP COUNCIL MEETING

The next meeting of the Steering Council was tentatively set for two weeks, May 3, 2001. The location and time for the meeting will be announced at a later date.



Rondal C. Mize  
Secretary  
VPP Implementation Team

Enclosures

Distribution:  
Team Members  
Meeting Attendees

cc:  
DA01/A. G. Stephenson  
DD01/James W. Kennedy  
QS01/Amanda Goodson

## VPP STEERING COUNCIL MEETING

**FRIDAY, April 20, 2001**

**BLDG. 4200/409, 2:00 P.M.**

### MEETING ATTENDANCE:

#### Center Operations Directorate

|            |      |          |
|------------|------|----------|
| Jim Carter | AD01 | 544-6630 |
|------------|------|----------|

#### Customer & Employee Relations Directorate

|             |      |          |
|-------------|------|----------|
| Susan Cloud | CD01 | 544-5377 |
|-------------|------|----------|

#### Director's Office

|           |      |          |
|-----------|------|----------|
| Axel Roth | DE01 | 544-0451 |
|-----------|------|----------|

#### Engineering Directorate

|               |      |          |
|---------------|------|----------|
| Nelson Parker | ED01 | 544-1001 |
| Shawn Wallace | ED13 | 544-1109 |

#### Flight Projects Directorate

|                  |      |          |
|------------------|------|----------|
| Keith Cornett    | FD24 | 544-4321 |
| Murray Castleman | FD11 | 544-0168 |

#### Office of Chief Counsel

|                    |      |          |
|--------------------|------|----------|
| Audrey D. Robinson | LS01 | 544-0026 |
|--------------------|------|----------|

#### Space Shuttle Projects Office

|                |      |          |
|----------------|------|----------|
| Jody Singer    | MP01 | 544-0612 |
| Darlene McQuay | MP71 | 544-0123 |

#### Safety and Mission Assurance Office

|                |      |          |
|----------------|------|----------|
| Dennis Davis   | QS10 | 544-8628 |
| Jim Ellis      | QS01 | 544-0721 |
| Kristie French | QS30 | 544-7474 |
| Judy Milburn   | QS30 | 544-4802 |
| Ron Mize       | QS01 | 544-2485 |

Office of Chief Financial Officer

|               |      |          |
|---------------|------|----------|
| Frank Mayhall | RS01 | 544-7266 |
| John Howell   | RS40 | 544-5219 |

Procurement Office

|              |      |          |
|--------------|------|----------|
| Byron Butler | PS01 | 544-0253 |
|--------------|------|----------|

Science Directorate

|             |      |          |
|-------------|------|----------|
| Tom Fleming | SD01 | 544-3962 |
|-------------|------|----------|

Space Transportation Directorate

|                |      |          |
|----------------|------|----------|
| Alberto Duarte | TD01 | 544-2944 |
|----------------|------|----------|

Systems Management Office

|             |      |          |
|-------------|------|----------|
| Joe Hamaker | VS10 | 544-0602 |
|-------------|------|----------|

Contractors

|              |            |          |
|--------------|------------|----------|
| Dave Burks   | Cortez III | 544-1985 |
| Rhonda Mann  | USA-ES&H   | 971-3128 |
| Linda Myszka | LMC        | 461-4329 |
| Phil Robbins | CSC/MSAT   | 544-6098 |

**VPP STEERING COUNCIL MEETING  
FRIDAY, APRIL 20, 2001  
BUILDING 4200, CONFERENCE ROOM 409, 2:00 P. M.**

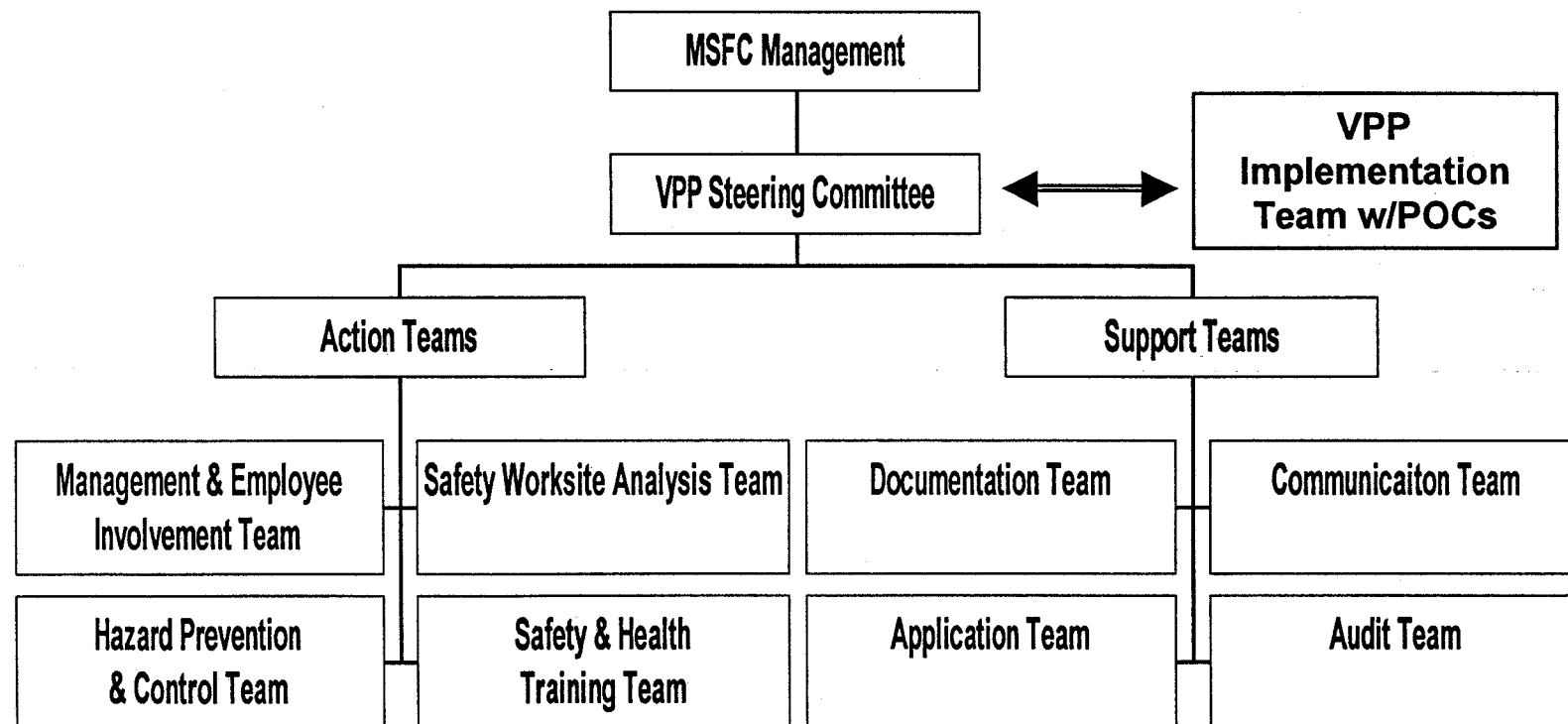
**MEETING AGENDA**

- 1) OPENING REMARKS (A. ROTH/DE01)**
- 2) FY 2000 VPP ACTIVITIES (K. FRENCH/QS30)**
- 3) VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)**
- 4) ACTION LOG (COUNCIL)**
- 5) NEXT MEETING:**  
**THURSDAY, MAY 3, 2001 (TENTATIVE)**  
**TIME: TBA**  
**BUILDING: TBA; CONFERENCE ROOM: TBA**

# FY 2000 VPP Activities

- VPP Team
- Accomplishments
- Lessons Learned

# VPP 2000 Team Organization



# Highlights

- Gap Analyses (Internal, Teams, SIAC, Thiokol)
- Documentation Review
- Awareness (Safety Day 99, Centerwide Rally)
- VPP Implementation Team \* \*
- Training (Team and Centerwide)
- Contractor Union Support – 3/00
- Draft Application

Ongoing SHE activities continue to support the  
MSFC VPP Effort





# **Management and Employee Involvement**

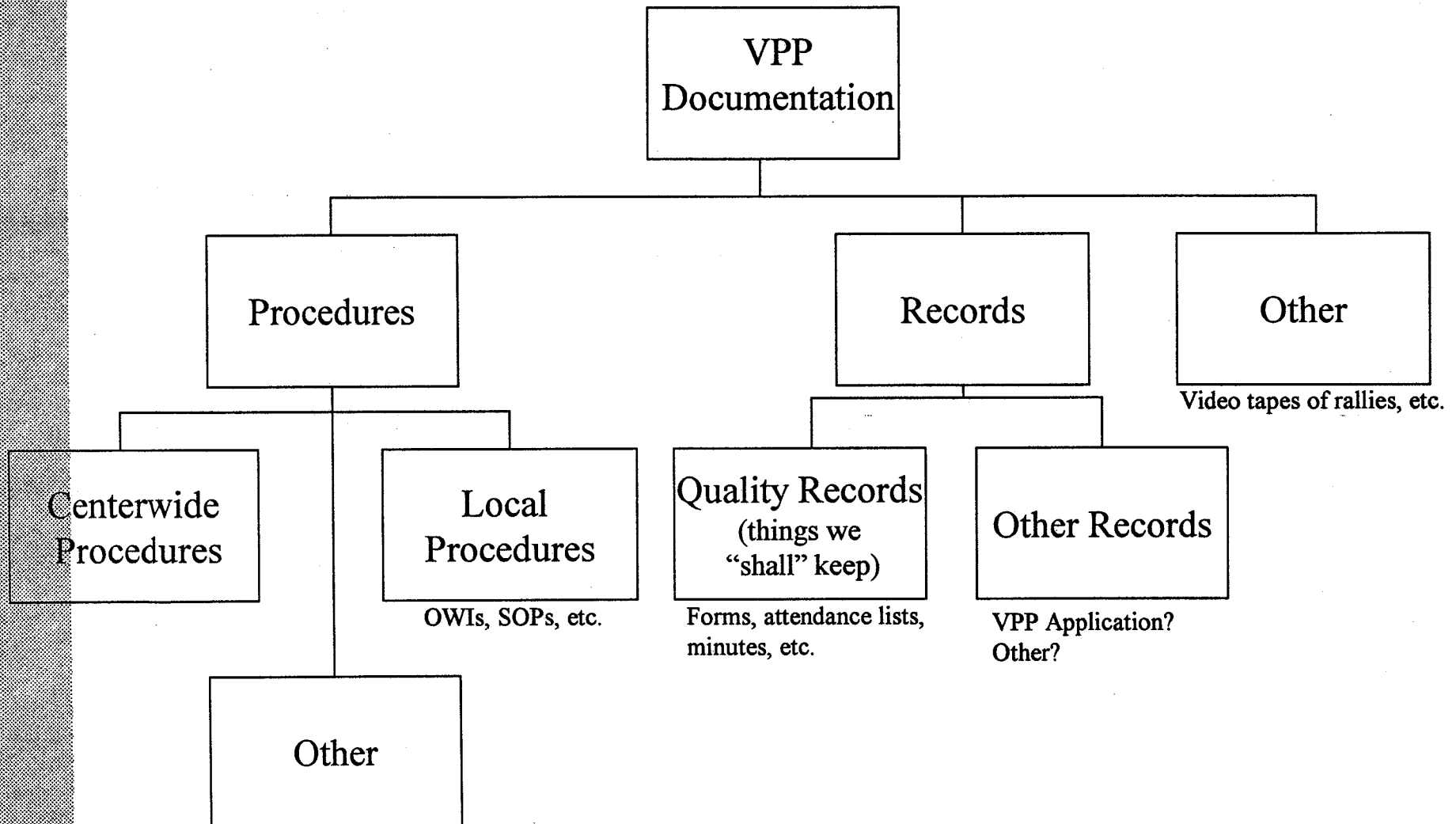
- Management Commitment & Planning
- Accountability
- Employee Participation
- Contractor Safety
- Disciplinary Program
- Resources

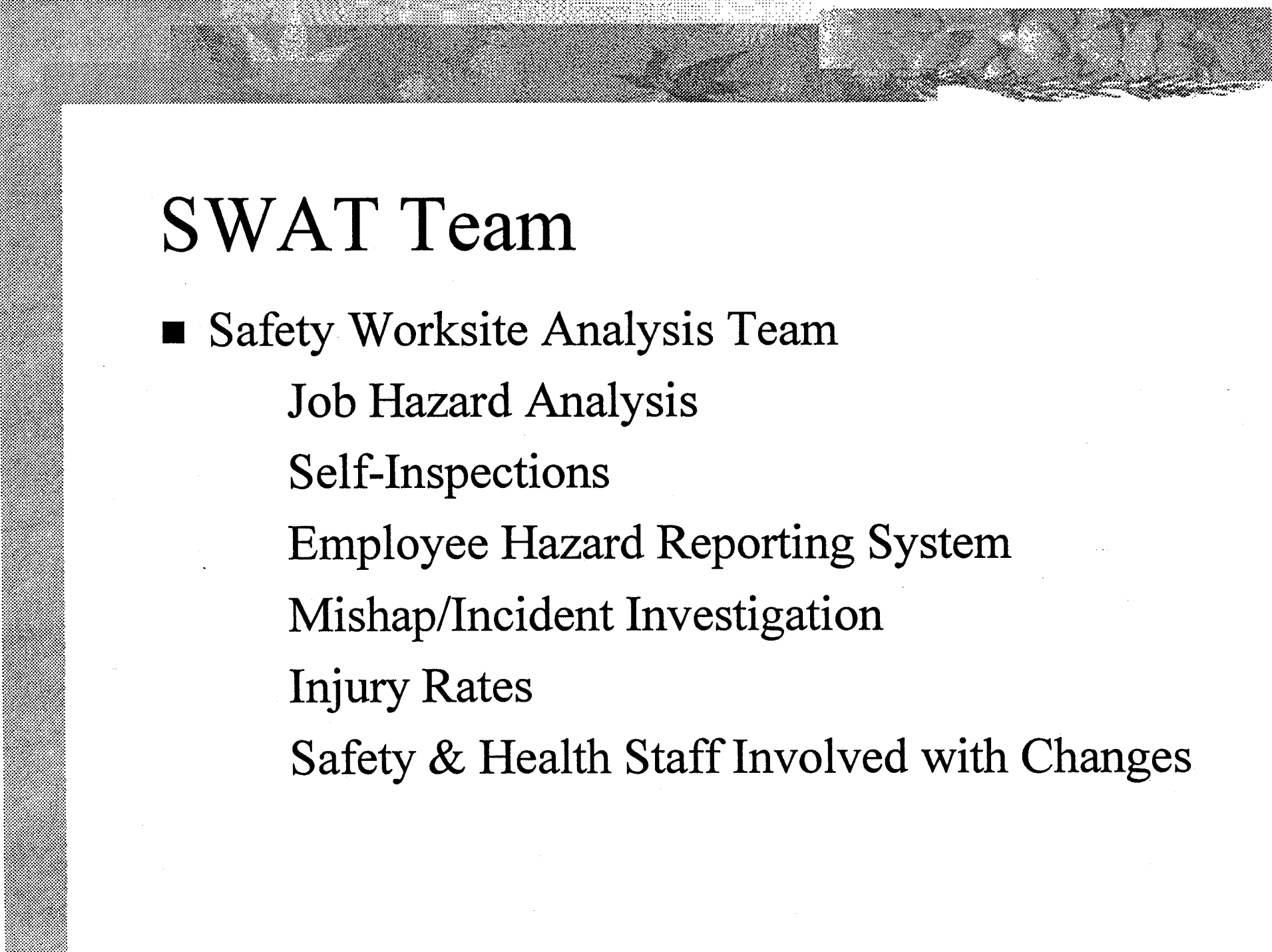


# Documentation Team

- VPP Documentation Team Activities: 2000
  - Analysis Of Documentation Types
    - Procedure & Forms
    - Records
    - Other
  - SH&E Documentation Review
    - Lists of records
    - Comments for improvements (not all records called out clearly)
  - “Binders” Recommendation
    - Records kept as defined MPG/MPD/MWI or OI
      - Some records kept centrally, others at the organization level
    - Develop “Master Custodian Lists” for all records of interest to VPP auditors
    - Documentation Team to collect sample records for OSHA review

# VPP Documentation Breakdown





# SWAT Team

- Safety Worksite Analysis Team

- Job Hazard Analysis

- Self-Inspections

- Employee Hazard Reporting System

- Mishap/Incident Investigation

- Injury Rates

- Safety & Health Staff Involved with Changes



# Hazard Prevention and Control

- Preventive Maintenance
- Emergency Program Drills
- Health Program
- Personal Protective Equipment
- Medical Program



# VPP Communications Team

- Safety, Health, & Environmental (SHE)  
Communications Team
  - Participate in spreading safety/health/environmental messages and data throughout MSFC Community
    - Web
    - Electronic Signs
    - Verbal
    - Intranet
    - Employee TV
    - Paper



# VPP Communications Team

- VPP Rally – February 3, 2000
  - Learn basics of MSFC Safety Program
  - What employees can do to help
  - Status of the action teams
  - Upcoming events
  - VPP Posters, magnets, booklets, etc. distributed
  - Continental breakfast provided
- VPP Monthly Newsletters by Chairman



# VPP Communications Team

## ■ Safety Mascot Contest

- Safety Sam, Protective Pam, Reuse-It-Rita, Hazardous Harry, & Dr. Know
- Mascots Participate in Safety Day, Earth Day, other special events at MSFC

## ■ Dr. Know Web Site

- Ask a safety, health, or environmental question
- Primary & back-up from each department answers questions

## ■ SHE Highlights

- Distributed at Center Director's Staff Mtg





# VPP Communications Team

- VPP Web Site Established
  - All VPP Presentations
  - Milestone chart for MSFC VPP
  - OSHA VPP URL
  - VPP Team Descriptions
  - Safety Day VPP Events Schedule
  - Link to Safety, Health, & Environmental Articles
  - Job Hazard Analyses



# VPP Communications Team

## ■ Marshall Star Articles

- “What is VPP? What are the benefits? Is Marshall Ready?”
- “VPP expected to enhance Marshall’s ‘safety culture’
- Volunteer today for a safer tomorrow”
- “Marshall establishes worksite analysis team”
- “Job hazard analysis is one element of becoming Star site”
- “Elements for becoming a VPP star site: Management commitment, planning and accountability”
- “Employee participation required for VPP Star site”
- “Mishap, incidents, and injury rates explained”



# VPP Communications Team

- Marshall Star Articles (cont)
  - “Marshall Medical Center provides comprehensive program”
  - “Frequently asked questions about Marshall’s Environmental Health Program addressed”
  - “Marshall employees have several ways to report hazards”
  - “Safety walk-throughs identify safe, unsafe acts, conditions”
  - “Safety skills can be acquired through proper training”
  - Also, numerous other safety/health/environmental articles with general information

### Web

- Supervisor's Safety Web Page (SSWP)
- Integrated Web Site\* (CSF, MSAT, SH&E)
- SHE Committee Minutes
- Dr. Know
- Safety Home Page
- Occupational Medicine & Environmental Page
- PEP Survey Results
- Mishap Information

### Electronic Signs

- Lost Time Days
- Special Events
  - Fire Prevention Week
  - Safety Day
  - June/Safety Month
  - Safety Bowl

### Verbal

- Area & Central SHE Meetings
- Supervisor Safety Meetings
- All-Hands Meetings
- Staff Meetings
- Team Meetings
- Safety Visits
- MSAT
- Contractor Safety Forum

# Safety Communications

### Intranet

- Inside Marshall Today
- Center wide Messages
- Mishap Flash Report
- Safety Bulletins
- Safety Guidelines
- Safety Slogans
- Recalls

### Employee TV

- Safety Mascot Contest
- Monthly Safety Topic
- Safety Training
- Safety Videos
- Special Activities (e.g, Safety /Day)

### Paper

- Marshall Star
- Dailey Planet
- SHE Highlights
- Weekly Bulletin
- Safety & the Supervisor
- Newsletter\*

\*Under Consideration



# Training Accomplishments

- VPP Team Training

  - NASA Mentoring – JSC & Langley

  - OSHA VPP Regional Office

  - VPP Site Visits – Solutia and GE

- Centerwide Training

  - MSFC Safety 2000 & 01

  - JHA

  - PEP Training

- Supported by MSFC Established Training

# VPP Application

- Team of three civil servants and one contractor drafted application over four month period
- Proposal Production Team provided professional look and maintains the electronic file
- Application already organized consistent with the Core Process Requirement “five modules”
- Minor updates required - statistics, organization charts, and document references, etc.

# Lessons Learned

- Gap Analysis and Closure
- Application Development and Audit Support Centerwide Effort
- VPP (SHE) Awareness
- Centerwide Involvement

# VPP Implementation Status

FD24/Keith Cornett  
CSC/Phil Robbins

4/20/01

*Enclave #*

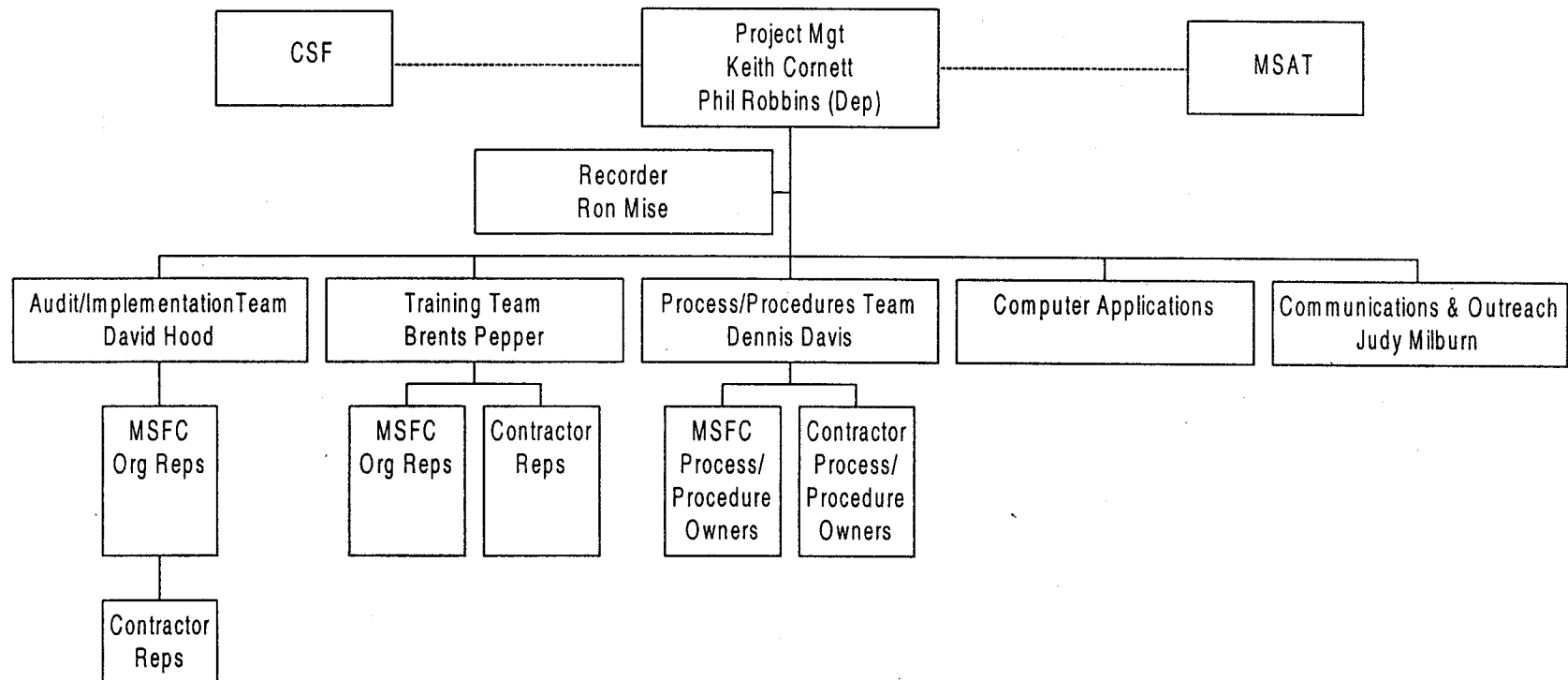


# Agenda

- Revised Organization
- AFGE/MESA Update
- Team Descriptions
- Near Term Activities

# VPP Implementation Organization

## (Revised 4-20-01)



# AFGE/MESA Update

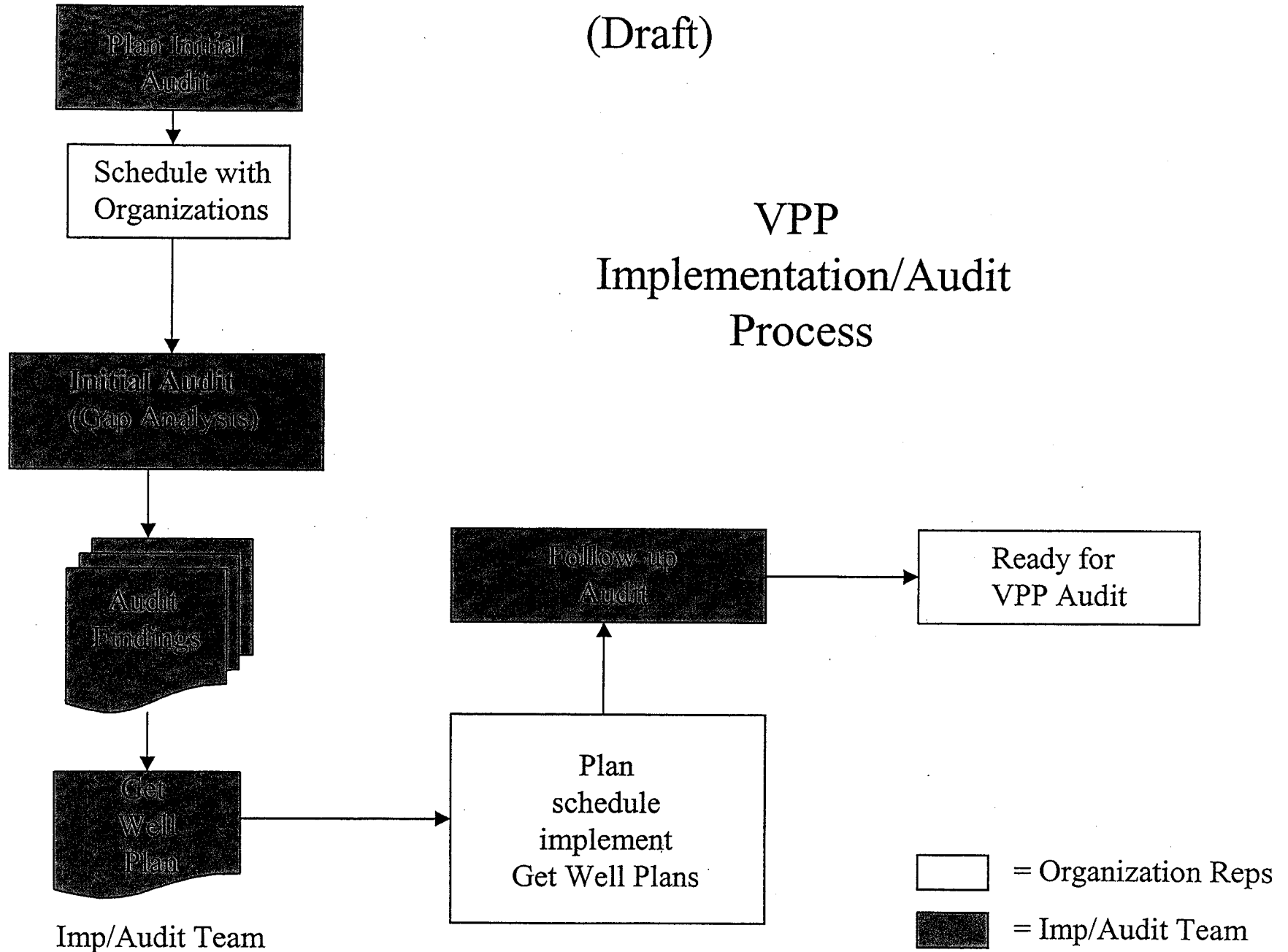
- Met with MESA/Wes Darbro and AFGE/Alice Sams to discuss their participation with the VPP implementation activities
  - Both supportive
  - MESA/Mr. Darbro expressed need to do it in a way that adds value toward creating a safe environment for MSFC employees
  - Will keep them in the loop with regard to our schedules

# Near-Term Activities

- Fill Organization Lead Positions
  - 4 of 4 Positions Filled
- Build Schedule
  - In Work. Straw-man in 2 Weeks
- Begin assessment of 7/24/00 VPP revisions
  - In work.
- Need
  - Audit/Implementation Coordinator for each Civil Service Organization
  - Training Coordinator for each Civil Service and Contractor Organization

(Draft)

## VPP Implementation/Audit Process



# MSFC Organization Representatives Responsibilities

## **Training**

- Identify organizational trainers
- Attend Training planning
- Perform Training
- Report training status

## **Implementation Audit**

- Develop CS/Cont Implementation Schedules
- Coordinate Audit Schedules
- Attend Audit Planning meetings
- Report Implementation status



(Draft)

## VPP Implementation/Audit Team

### Charter

The VPP Implementation/Audit Team is responsible for conducting independent assessments to determine whether MSFC Civil Service and Contractor Organizations are prepared to support the OSHA VPP On-Site Review. These independent assessments may include personnel interviews/surveys, relevant SHE Program documentation, and relevant contractor documentation. The VPP Implementation/Audit Team will be .

### FUNCTIONS/RESPONSIBILITIES

Effective Implementation/Audits will:

- Determine a measure of how well the current System conforms
- The basis and incentive for corrective action
- Verification that effective corrective action was performed in a timely and efficient manner
- Verify required documentation exist and pinpoint it's locations.

#### Implementation/Audit Team Lead

- Assist in selection of team
- Prepare Implementation/Audit plan
- Represent Implementation/Audit team with auditee's management
- Implementation/Audit status
- Submit Implementation/Audit report

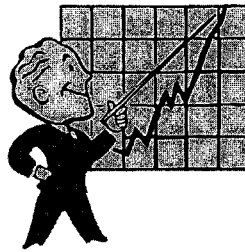
#### Implementation/Audit Team Members

- Comply with Implementation/Audit requirements
- Communicate and clarify Implementation/Audit requirements
- Plan and carry out assigned responsibilities
- Document observations
- Report Implementation/Audit results
- Verify effectiveness of corrective actions
- Retain and safeguard documents
- Cooperate with and support the Implementation/Audit Lead

#### Member

Jimmy Hill

#### Activities



**(Draft)**  
**VPP Training Team**

## **Charter**

The VPP Training Team is responsible for the development of all training materials/activities necessary to prepare MSFC civil service and contractor employees to achieve the OSHA VPP Star certification. The VPP Training Team is responsible to prepare all identified MSFC civil service and contractor VPP trainers to successfully train their parent civil service or contractor organizations. The VPP Training Team is responsible to access MSFC's readiness to support the VPP on-site review.

## **FUNCTIONS/RESPONSIBILITIES**

### **Training Team Lead:**

- Plan and Manage VPP Training for all of MSFC
- Build Training Team Staff
- Generate Training Schedule for all required MSFC Civil Service and Contractor Organizations
- Monitor and Report Status on the Training Execution for all of MSFC
- Insure Effective Training Methods are Used

### **Training Team Members:**

- Develop/Obtain Training Materials and Execute Training Activities
- Train the Civil Service and Contractor Trainers
- Support the Training Team Lead in the Development of Schedules and Status

### **Some Training methodologies available to the VPP Training Team:**

- ☐ Classroom
- ☐ Computer Based Training (CBT)
- ☐ WEB based
- ☐ MSFC Employee Television (ETV)
- ☐ Special Activities
- ☐ Rallies

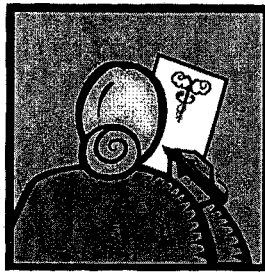
## **Members**

**Team Lead** Brents Pepper

**Members** Organization training reps.

## **Activities**





(Draft)

## **VPP Process/Procedures Team**

### **Charter**

The VPP Process/Procedures Team is responsible for the accuracy of the Processes and Procedures associated with The MSFC SHE program. This responsibility includes all, relevant SHE Program documentation, and relevant contractor documentation.

### **FUNCTIONS/RESPONSIBILITIES**

Effective Process/Procedures will:

- Assure that all elements of the MSFC SHE program is effectively working
- Verify required documentation and records exist and pinpoint their locations.

#### **Process/Procedures Team Lead**

- Prepare Process/Procedures team plan
- Assure SHE documentation is compliant with VPP requirements
- Schedule/track Process/Procedures plan execution
- Represent Process/Procedures team with management
- Submit Process/Procedures reports and schedules

#### **Process/Procedures Team Members**

- Comply with Process/Procedures requirements
- Communicate Process/Procedures requirements
- Update Process/Procedures
- Report status to team lead
- Issue corrective actions where gap exist
- Verify effectiveness of corrective actions
- Retain and safeguard documents

### **Members**

**Team Lead** Dennis Davis

**Members** Process and Procedure owners both civil service and contractors

### **Activities**



**(Draft)**  
**VPP IT Applications Team**

## **Charter**

The VPP IT Applications Team is responsible for the development of IT-applications that will support the training of MSFC employees and the development of project management schedules/status information necessary to achieve the OSHA VPP Star certification.

## **FUNCTIONS/RESPONSIBILITIES**

### **VPP IT Applications Team:**

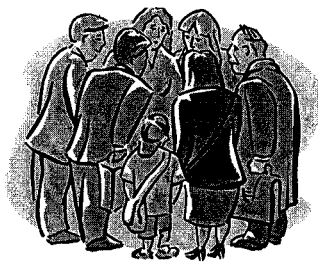
- Plan Application Functions
- Develop Applications Schedule
- Develop Applications
- Train Application users
- Generate/maintain project schedules
- Generate project status metrics

### **Some IT methodologies available to the VPP program**

- ☐ Data bases
- ☐ WEB based
- ☐ MSFC Employee Television (ETV)
- ☐ Computer Based Training (CBT)

## **Members**

## **Activities**



**(Draft)**

## **VPP IT Communications Team**

### **Charter**

The VPP Communications Team is responsible to develop communications activities and products in support of the VPP implementation project.

### **FUNCTIONS/RESPONSIBILITIES**

#### **VPP Communications Team:**

- Plan communications functions
- Develop communications schedule
- Develop communications approaches using the most efficient methodologies available.
- Generate/maintain communications project schedules
- Generate and report project status metrics

#### **Some Communications methodologies available to the VPP program**

- ☐ WEB based
- ☐ MSFC Employee Television (ETV)
- ☐ Posters/signs
- ☐ Brochures

### **Members**

**Team Lead** Judy Milburn

### **Activities**